





**NOTES** *The following Notes are provided for guidance only.*

1. Information provided on page 1 of this application form shall be legibly printed and sent via fax to no. 2910 0186 or by post to:  
Assistant Director-General of Civil Aviation,  
Air Traffic Management Division, Civil Aviation Department,  
Air Traffic Control Complex,  
1 Control Tower Road,  
Hong Kong International Airport,  
Lantau, Hong Kong.
2. The application form and all relevant information should reach the Civil Aviation Department (CAD) at **least 14 working days prior to the date of the proposed balloon flight**. Applications received after this deadline will not be processed in time. Depending on the particular circumstances of the proposed balloon operation, extra time may be required for processing of the application.
3. The applicant is normally the operator of the balloon. If the operator is a Corporation or Company, the Managing Director, Secretary or a duly authorised official, an official company seal is required.
4. The following supporting documents should be **SUBMITTED TOGETHER WITH THE APPLICATION**; submission of incomplete or insufficient information will result in delay in the processing of the application:
  - (a) Photographs and/or maps showing the location of the proposed balloon flight and the adjacent area.
  - (b) Scaled site plan showing the locations of the anchors and the clear area, with the dimension of the clear area precisely marked.
  - (c) Elevation or cross sectional plan showing that the cable swept path(s) of the balloon will remain clear of any structures or nearby road traffic.
  - (d) Description of measures to ensure that the clear area would not be accessible by the public (such as area being fenced off or guarded).
  - (e) Specification of the balloon and the method to secure the balloon.
  - (f) A letter from the owner or management company of the land authorising the use of the location for flying a captive balloon.
  - (g) If the flight is for hire or reward, the operator is also required to submit an Application for Permission to Operate Non-Schedule Services (DCA122) obtainable at the following site [ <http://www.cad.gov.hk/application/DCA%20122.pdf> ].
  - (h) For balloon capable of carrying passengers, the operator is required to provide a copy of the insurance certificate showing that the balloon carries appropriate insurance cover for any accident, incident or occurrence in compliance with the requirements set out in the Civil Aviation (Insurance) Order.  
Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed balloon operation.
5. CAD may conduct a site visit to the location to verify the information submitted by the applicant. (The applicant will be required to arrange such visit if required.)
6. This application and the requisite Permission, if granted, only relates to the requirements of the Air Navigation (Hong Kong) Order 1995. The applicant shall obtain any other necessary authorization or permission under any other relevant legislation from CAD, other Government Department(s) or appropriate organization(s) as applicable before undertaking the captive balloon flight.
7. The applicant is advised not to enter into any contractual obligation or begin publicity of the balloon flight until the requisite permissions and authorisations have been obtained.

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